

# **Stark County Board of Building Appeals**

110 Central Plaza, S. Suite 150  
Canton, OH 44702  
PH (330)451-1770 FAX (330) 451-1779

## **FREQUENTLY ASKED QUESTIONS**

### **1. What do I need to submit to the Board to appeal a citation or adjudication order?**

You will need to submit the following:

- A completed request of appeal hearing form (2 pages).
- A copy of the citation/adjudication order issued by the building official.
- The applicant must file one (1) original Request and six (6) copies.
- A processing fee ( \$100 for residential; \$200 for commercial) made payable to the Stark County Building Department.

### **2. How long do I have to appeal a citation or adjudication order?**

You have 30 days from the mailing date of the adjudication order or 30 days from the receiving date of the citation to appeal.

### **3. Once I submit my request, how will I be notified?**

Once your request is received by the board, you will receive an acknowledgement letter assigning a hearing date within 15 days from the date your request is received. You will also receive a "Notice of Hearing" by certified mail which will state the actual date, time and place of the hearing.

### **4. How long does it normally take to receive a decision after the time of the hearing?**

In most cases you will receive a verbal decision at the time of the hearing. However, you should receive a written decision, mailed certified and signed by the board members within 30 days after the date of the hearing.

### **5. When are the hearings held?**

The Stark County Board of Appeals meets the first Wednesday of each month at 9:00 a.m.. Your case will be set before the Board as the case load and schedule permits.

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**REQUEST FOR  
APPEAL HEARING**

**OFFICE USE ONLY**

BBA Case No. \_\_\_\_\_  
Check No. \_\_\_\_\_  
Hearing Date \_\_\_\_\_

**General Instructions:** In accordance with Chapter 119 of the ORC, you have **30 days** from the mailing date of an adjudication or citation order to request an appeal hearing. Complete the (2-page) form below with all information required. Include with request, a copy of the adjudication/citation order and a check or money order (\$100.00 for residential; \$200.00 for commercial) made payable to the Stark County Building Department to the address listed above.

**Residential** ☐  
(1, 2, 3, Family Dwellings only)

**Commercial** ☐  
(4+ residential units; other use groups)

(Print or Type)

APPLICANT		
NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE:		
FAX:		
E-MAIL:		

OWNER		
NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE:		
FAX:		
E-MAIL:		

<b>ADJUDICATION / CITATION ORDER NUMBER:</b>
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<b>ITEM(S) APPEALED: (list by correction letter number and/or item number)</b>

<b>RELIEF SOUGHT:</b>

<b>ADDITIONAL INFORMATION:</b>

<b>LIST OF WITNESSES:</b> (Any additional witnesses must be submitted to the Board at Least <b>5 days</b> prior to your hearing date)